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MONTHLY TECHNICAL PROGRESS REPORT

for the period

February 1 – February 29, 2008

**Submitted
to**

**U.S. Environmental Protection Agency
75 Hawthorne Street
San Francisco, CA 94105
Attn: Elaine Chan,
Task Order Assignment Manager**

Under Contract EP-R9-06-03

**Submitted
by**



GRB Environmental Services, Inc.
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**EPA Contract No. EP-R9-06-03
Superfund Records Center Management Services, Region 9**

**Monthly Report
February 2008**

**TOAM: Elaine Chan
PM: Patrick Gookin**

I. TASK ACCOMPLISHMENTS

Task 1: Project Management

1.1 Manage the Contract

The monthly report was submitted to the TOAM on February 4.

The Prioritized Projects Report, Federal Facilities Report, and Federal Facilities in Site Assessment report were all submitted to the TOAM on February 13.

The Records Center Performance Measurements Reports were submitted to the TOAM on February 7.

The Major Projects Status Report was submitted to the TOAM on February 14.

The quarterly comprehensive statistical report for November 1 through January 31 was submitted to the TOAM on February 14.

The PM and RMS IV/Assistant Manager met with the TOAM and Contracting Officer on February 12 to review the monthly reports and to verify the status of the contract.

Future Activities

Staff will deliver monthly technical and financial reports to the TOAM by the 10th of the month.

Staff will continue to track furniture and equipment for the semi-annual property inventory updates.

Records Center guidance materials will be created or revised as required.

1.2 Closeout of the Contract

No activity occurred in this reporting period.

Future Activities

Closeout activities will be performed as described in the Transition Plan and as directed by the TOAM at the end of the performance period.

Task 2: Document Collecting, Organizing, Processing, Indexing, Scanning, Storage, and Recycling/Shredding

2.1 Organizing and Indexing

Staff indexed 3,405 documents and edited 4,207 index records in the Superfund Document Management System - Centralized (SDMS-C) database.

The site assessment Librarian IV received 5.6 lft. of new documents, of which 1.3 lft. were federal facilities documents, and processed 5 new sites.

Circulation Department staff shelf-read approximately 423.3 lft. of site files during the month. Staff shifted approximately 9.8 lft. of documents to make room on the shelves for new documents.

The site assessment Librarian IV performed quality assurance on 2 site files, and shifted 6 lft. of files to make room for new documents.

The site assessment Librarian IV received 2.9 lft. of Oil Facility Response Plan documents, and worked 5 hours on the collection, adding new pages, and processing newly received documents.

On February 7 staff met with the RPM Russell Mechem to discuss appropriate billing charges for Waste Disposal, Inc. site indexing. As a result of the meeting a search strategy was formulated and run, and the results were forwarded to Mr. Mechem.

On February 15, staff met with the TOAM, and Nuria Muniz, and Diane Strassmaier of the EPA Office of Brownfields, States, Tribes, and Assessment. As a result of the meeting, indexing requirements for Brownfields documents were agreed upon and participants designed a route slip to reflect information unique to Brownfields documents.

Future Activities

Staff will continue to organize and index Superfund files into the SDMS-C database.

2.2 Document Pick-up, Processing, File Management, and Storage

49.4 lft. of documents were picked up from EPA regional offices. 7 Transfer of Records forms were processed.

1.8 lft. of documents were retrieved from the FRC.

27 new accessions (431.3 lft.) were sent to the FRC this month.

Staff performed quality assurance on .2 lft. of material returned from circulation or from microfilm/copy services.

The Holdings Database was maintained during the month, and the following holdings reports were updated:

- Holdings Report, updated February 12.

- FRC Storage Report, updated February 12.

- On-Site Storage Report, updated February 12.

- Contracts On-Site Storage Report, February 1, 8, 15, and 25.

Staff checked .2 lft. of unindexed Anaconda Copper Co (Yerington) documents for possible duplication with documents already in the site file.

Future Activities

Staff will continue to pick up documents from EPA regional offices on a regular twice-weekly schedule.

Staff will continue to maintain the on-site file collections and to recommend inactive files for retirement to the FRC.

Staff will continue to prepare accessions for transfer to the FRC.

2.3 Scanning

Scanning Department staff prepared, scanned, and quality assured 2,220 documents (49,911 pages) during February and forwarded them for retirement to the FRC.

Future Activities

Scanning staff will continue to prepare, scan, and quality assure files in the SDMS-C system and forward them for retirement to the FRC.

2.4 SCAP Support and WasteLAN Data Entry

Staff received, indexed, and logged 5 SCAP accomplishment documents during February.

Future Activities

Staff will continue to receive, index and log SCAP accomplishment documents at the direction of the TOAM.

2.5 Financial Documentation/Cost Recovery Packaging

Twelve Financial Cost Documentation Packages were processed and/or updated through the Accounting, Program, or Enforcement Final copy for the following sites:

AEROJET GENERAL CORP (RANCHO CORDOVA), OU 00 (SSID 0916)
AEROJET GENERAL CORP (RANCHO CORDOVA), OU 01 (SSID 0916)
BECKMAN INSTRUMENTS (PORTERVILLE PLANT), OU 01 (SSID 0970)
BROWN & BRYANT INC. (ARVIN PLANT), OU 01 (SSID 09W4)
COOPER DRUM, OU 01 (SSID 091N)
LAVA CAP MINE, OU 01 (SSID 093Y)
OPERATING INDUSTRIES, INC., LANDFILL, OU 00 (SSID 0958)
OPERATING INDUSTRIES, INC., LANDFILL, OU 01 (SSID 0958)
PEMACO MAYWOOD, OU 01 (SSID 099K)
SULPHUR BANK MERCURY MINE, OU 00 (SSID 091D)
WASTE DISPOSAL, INC, OU 01 (SSID C1)

Staff received 13 requests for cost package and/or contract documents, performed 11 database searches in SDMS/Lotus Notes and provided 14 documents for EPA staff during February. Site-specific charges occurred for the following sites:

APACHE POWDER CO, OU 01 (SSID 09C6)
ASARCO INC HAYDEN PLT, OU 01 (SSID 09JS)
CASMALIA PHASE II, OU 01 (SSID 09GY)
CONEXX REMOVAL SITE, OU 00 (SSID Z926)
INDIAN BEND WASH NORTH, OU 01 (SSID 0920)
MCCORMICK & BAXTER CREOSOTING CO, OU 01 (SSID 091E)
OPERATING INDUSTRIES, INC., LANDFILL, OU 00 (SSID 0958)

OPERATING INDUSTRIES, INC., LANDFILL, OU 01 (SSID 0958)
 PEMACO MAYWOOD, OU 01 (SSID 099K)
 RHONE-POULENC, INC./ZOECON CORP, OU 01 (SSID 0998)
 SOLA OPTICAL USA, INC, OU 01 (SSID 09J8)
 WASTE DISPOSAL, INC, OU 01 (SSID C1)

The Cost Package Documentation Index was updated on February 1, 8, 15, and 15.

Future Activities

Cost packages and cost summaries will continue to be processed as directed by the TOAM.

2.6 Recycling and Shredding

At the request of EPA staff, Records Center staff recycled/shredded 5.3 lft. of documents.

Future Activities

Recycling and shredding assistance will be provided as directed by the TOAM.

Sites worked on under Task 2 for the month of February, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
0916	00	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	01	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	03	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	05	AEROJET GENERAL CORP (RANCHO CORDOVA)
0916	06	AEROJET GENERAL CORP (RANCHO CORDOVA)
09NE	00	AIRCRAFT PLATING CO. INC
09DJ	01	AMCO CHEMICAL
09ZZ	N/A	AMERICAN ELECTROFINISHING CO
09GU	00	ANACONDA COPPER CO (YERINGTON)
09ZZ	N/A	ARNOLD WEED
09ZZ	N/A	BELLOWS AIR FORCE STATION
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
091F	01	BROWN & BRYANT INC. (SHAFTER FACILITY)
09ZZ	N/A	CALIFORNIA PACIFIC LUMBER MILL HOOPA
09ZZ	N/A	CAMP H M SMITH
09R6	00	CARSON RIVER MERCURY SITE
0971	01	CASTLE AIR FORCE BASE
091N	01	COOPER DRUM
09ZZ	N/A	COPPER BLUFF MINE BOLIVAR MINE (HOOPA)
0936	00	DEL AMO FACILITY
0936	01	DEL AMO FACILITY
0936	02	DEL AMO FACILITY
09AG	01	DEL MONTE CORP. (OAHU PLANTATION)
09HB	00	DENOVA ENVIRONMENTAL INC.
09ZZ	N/A	DIXCO DIVERSIFIED CHEMICAL SALES INC
09P8	01	EDWARDS AIR FORCE BASE
09MG	00	EL DORADO HILLS NATURALLY OCCURRING ASBESTOS
09ZZ	N/A	ENFIELD CHEMICAL
09DF	00	ENVIROPUR/PRC
09ZZ	N/A	EVERBRIGHT CORP (FINA SISU)
09ZZ	N/A	FASHION CLEANERS

SSID	OU	SITE NAME
09A6	00	FRICKER CHEMICAL
09X6	00	HALACO ENGINEERING CO
098M	00	HAMILTON AIR FORCE BASE
09BL	00	HICKAM AIR FORCE BASE
0909	03	HUGHES/TUCSON AIRPORT
0909	04	HUGHES/TUCSON AIRPORT
09ZZ	N/A	IDEAL SERVICE LAUNDRY
09G6	01	INDIAN BEND WASH SOUTH
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09F6	01	JASCO CHEMICAL CORP
09ZZ	N/A	JEAN'S BARBERSHOP (BROWNFIELDS)
09EC	00	K & L PLATING (89TH AVE)
09ZZ	N/A	KEAUKAHA MILITARY RESERVATION
09MK	00	KING TUTT MESA AGGREGATE SITE
0943	01	KOPPERS CO. INC. (OROVILLE PLANT)
09ZZ	N/A	LA PUMPING PLANT #92
09ZZ	N/A	LENCHO'S MUFFLERS (NAYARIT MUFFLER SHOP)
091A	01	LEVIATHAN MINE
09X8	01	LORENTZ BARREL & DRUM CO
09ZZ	N/A	LUST INDIAN COUNTRY PROJECT
09N6	01	MARCH AIR FORCE BASE
098P	00	MARE ISLAND NAVAL SHIPYARD
09ZZ	N/A	MARINE CORPS BASE HAWAII
09ZZ	N/A	MASONITE MILL MESCOT FIELD SITE
0941	01	MCCLELLAN AIR FORCE BASE
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09BZ	00	MCFARLAND STUDY AREA
09M6	01	MEW STUDY AREA
09J4	01	MODESTO GROUND WATER CONTAMINATION
09C7	01	MOFFETT NAVAL AIR STATION
0926	00	MONTROSE CHEMICAL CORP
0926	01	MONTROSE CHEMICAL CORP
0926	03	MONTROSE CHEMICAL CORP
0926	04	MONTROSE CHEMICAL CORP
0926	05	MONTROSE CHEMICAL CORP
09CA	00	MONTROSE CHEMICAL CORP
09CA	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
09BE	02	MOTOROLA, INC. (52ND STREET PLANT)
09BE	03	MOTOROLA, INC. (52ND STREET PLANT)
09BE	04	MOTOROLA, INC. (52ND STREET PLANT)
09BE	10	MOTOROLA, INC. (52ND STREET PLANT)
09BE	19	MOTOROLA, INC. (52ND STREET PLANT)
0915	00	MOUNTAIN VIEW MOBILE HOME ESTATES
09RB	00	NAVAJO RADIOACTIVE STRUCTURES
0905	01	NINETEENTH AVENUE LANDFILL
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
0978	01	NORTON AIR FORCE BASE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09A7	01	ORDOT LANDFILL
09ZZ	N/A	ORPHAN MINE

SSID	OU	SITE NAME
091S	01	PEARL HARBOR NAVAL COMPLEX
0919	01	PHOENIX-GOODYEAR AIRPORT AREA
09R8	03	PHOENIX-GOODYEAR AIRPORT AREA
09LX	00	PRESERVATION AVIATION
0921	01	PURITY OIL SALES INC.
09ZZ	N/A	R C BAXTER
09JW	00	RIALTO COLTON PLUME
09BY	00	RIO TINTO COPPER MINE
09ZZ	N/A	ROMIC CHEMICAL CORP SOUTHWEST
0979	01	SACRAMENTO ARMY DEPOT
0959	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N1	02	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
098V	01	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09ZZ	N/A	SAUGUS INDUSTRIAL CENTER (FORMER KEYSOR CENTURY CORP)
09ZZ	N/A	SEAL BEACH NAVAL WEAPONS STA
0980	01	SHARPE ARMY DEPOT
09ZZ	N/A	SIERRA VILLAGE RETAIL PLAZA
09J8	01	SOLA OPTICAL USA, INC
09ZZ	N/A	SOUTHERN PACIFIC CO
09K2	01	SULPHUR BANK MERCURY MINE
09HN	00	SUNLAND CHEMICAL (GLENDALE)
09S4	00	SUNLAND CHEMICAL SITE (SUNLAND)
09ZZ	N/A	TALLEY BROTHERS INCORPORATED
0957	00	TAPUTIMU FARM
09Q5	01	TRACY DEFENSE DEPOT
09P3	01	TREASURE ISLAND NAVAL STATION- HUN PT AN
09ZZ	N/A	UNITEK ENVIRONMENTAL SERVICES INC
09ZZ	N/A	WAKE ISLAND AIRFIELD
09C1	01	WASTE DISPOSAL, INC.
09FY	01	WASTE DISPOSAL, INC.
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
09ZZ	N/A	WESTATES CARBON-ARIZONA INC
0997	01	WESTINGHOUSE ELECTRIC CORP (SUNNYVALE)
09Q1	01	WILLIAMS AIR FORCE BASE

Task 3: Reference, Circulation, Search, Retrieval of Documents onsite or at FRC/NARA, and CD-ROM Production

3.1 Reference, Search, and Circulation Service

Staff processed 75 requests for documents, performed 348 database searches in SDMS-C, and provided 4,949 documents for EPA staff and other requesters.

Thirty-two indices were generated in electronic, diskette, CD-ROM, or paper format at the request of EPA staff or members of the public.

The Circulation Department and Cost Recovery Department CBI Circulation/Disclosure Reports were submitted to the EPA CBI Officer on February 4 and February 1, respectively.

Future Activities

Staff will continue to perform online searches, retrieve documents, provide files to EPA staff and other requesters, and to generate site file indices from the SDMS-C database.

3.2 Freedom of Information Act (FOIA)

Staff provided support for 9 FOIA requests totaling 17.25 billable hours.

Future Activities

Staff will continue to provide FOIA support to EPA staff and the public, including online searching, generating reports of potentially responsive documents, and providing information in hard copy or electronic form.

3.3 Photocopy and Redaction Service

Staff photocopied 3,426 non-FOIA-related pages for EPA and other requesters, and sent approximately 734 pages off-site to a copy service. In addition, staff printed 3,722 pages from SDMS-C.

Future Activities

Staff will continue to provide photocopy and redaction service as directed by the TOAM and EPA program staff.

3.4 CD-ROM Service

Staff fulfilled 23 requests for documents on CD-ROMs. 75,432 pages were copied to CDs.

Future Activities

Staff will continue to provide documents to EPA staff and the public in CD-ROM format.

3.5 Submittal of RODs, ESDs, ROD Amendments to EPA Headquarters

No activity occurred in this reporting period

Future Activities

Staff will continue to submit RODs, ESDs, and ROD Amendments to EPA Headquarters on a quarterly basis.

Sites worked on under Task 3 for the month of February, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
099R	00	ABANDONED URANIUM MINES ON THE NAVAJO NATION
09NE	00	AIRCRAFT PLATING CO. INC
09DJ	00	AMCO CHEMICAL
09C6	01	APACHE POWDER CO
09JS	01	ASARCO INC HAYDEN PLT
09ZZ	NA	BECTON DICKINSON & CO
09R6	00	CARSON RIVER MERCURY SITE

SSID	OU	SITE NAME
09GY	01	CASMALIA PHASE II
093H	01	CASMALIA RESOURCES
09ZZ	NA	COMTECH DATA CORP
Z926	00	CONEXX REMOVAL SITE
09ZZ	N/A	DUVAL CORP ESPERANZA MINE
09KE	00	FORD CITY BURN DUMP
0963	00	GILA RIVER INDIAN RESERVATION
09B8	01	HASSAYAMPA LANDFILL
0920	01	INDIAN BEND WASH NORTH
0988	01	INTEL CORP (SANTA CLARA 3)
09ZZ	NA	INT'L MICROELECTRONICS PRODS INC
09MX	00	IRON KING MINE - HUMBOLDT SMELTER
09ZZ	NA	IT CORP SAN JOSE TRANSFER FACILITY
09F6	01	JASCO CHEMICAL CORP
0939	01	JIBBOOM JUNKYARD
09FM	00	KLAU/BUENA VISTA MINE
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09J4	01	MODESTO GROUND WATER CONTAMINATION
0926	01	MONTROSE CHEMICAL CORP
09BE	01	MOTOROLA, INC. (52ND STREET PLANT)
0915	00	MOUNTAIN VIEW MOBILE HOME ESTATES
09ZZ	N/A	MYERS SANDBLASTING, INC.
09ZZ	N/A	NAVAJO SHEEP DIP VAT PROJECT
099Q	00	NAVAJO TOXAPHENE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09BC	00	OMEGA CHEMICAL CORP
09BC	01	OMEGA CHEMICAL CORP
0958	00	OPERATING INDUSTRIES, INC., LANDFILL
0958	01	OPERATING INDUSTRIES, INC., LANDFILL
09ZZ	N/A	ORANGE COAST PLATING
09R8	01	PHOENIX-GOODYEAR AIRPORT AREA
09EM	00	POMONA PLATING
09EG	01	PRC PATTERSON
09LX	00	PRESERVATION AVIATION
0921	01	PURITY OIL SALES INC.
0998	01	RHONE-POULENC, INC./ZOECON CORP
0979	01	SACRAMENTO ARMY DEPOT
09N1	00	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
09N2	01	SAN FERNANDO VALLEY (AREA 1 & ALL AREAS)
098V	00	SAN GABRIEL VALLEY (AREAS 1-4)
09M5	01	SAN GABRIEL VALLEY (AREAS 1-4)
09J8	01	SOLA OPTICAL USA, INC
0901	01	STRINGFELLOW
091D	00	SULPHUR BANK MERCURY MINE
09K2	00	SULPHUR BANK MERCURY MINE
0957	00	TAPUTIMU FARM
0981	01	TH AGRICULTURE & NUTRITION
09ZZ	NA	VULTURE MINE
09D1	01	WATKINS JOHNSON CO (STEWART DIVISION)
09R4	01	WESTERN PACIFIC RAILROAD CO.
09ZZ	NA	WESTERN ROTO ENGRAVERS INC.
09K6	01	YUMA MARINE CORPS AIR STATION

Task 4: Administrative Records (ARs) and Special Collections Management

4.1 Administrative Records

On February 29 staff met with the TOAM and RPM Marie Lacey to conduct the kick-off meeting for the Intel Corp. (Santa Clara 3) administrative record. Indexing requirements and scheduling issues were resolved so that work on this project could begin.

Future Activities

ARs will be compiled, copied, and sent to repositories at the direction of the TOAM.

Information in the AR Repository database will be updated as necessary.

4.2 Work-Performed Compilations

Seven work-performed compilations were created or updated during February.

ASARCO INC HAYDEN PLT, OU 01 (SSID 09JS)
BROWN & BRYANT INC (ARVIN PLANT), OU 01 (SSID 09H2)
INDIAN BEND WASH NORTH, OU 01 (SSID 0920)
J.H. BAXTER (WEED), OU 01 (SSID 0974)
MCCORMICK & BAXTER CREOSOTING CO, OU 01 (SSID 091E)
NORTHEAST CHURCHROCK MINE SITE, OU 01 (SSID 09MZ)
NORTHEAST CHURCHROCK MINE SITE, OU 01 (SSID 09PM)
NORTHEAST CHURCHROCK MINE SITE, OU 01 (SSID 09QD)
NORTHEAST CHURCHROCK MINE SITE, OU 01 (SSID 09QM)
SOLA OPTICAL USA INC, OU 01 (SSID 09J8)

Future Activities

Staff will continue to compile work-performed compilations as directed by the TOAM.

4.3 Electronic Media and Microfilm Management

Staff produced copies of special collections in the following electronic formats this month:

CD-ROM format: 11 collections
Electronic files attached to E-mails: 89 collections

Future Activities

Staff will produce special collections in electronic formats as directed by the TOAM.

Microfilm will be sent for quality-assurance testing and long-term storage as needed.

Sites worked on under Task 4 for the month of February, with Site Spill Identification Number (SSID), Operable Unit (OU), and Site Name

SSID	OU	SITE NAME
09QP	00	ALL METAL PROCESSING (BURBANK)
09JS	01	ASARCO INC HAYDEN PLT
09H2	01	BROWN & BRYANT INC. (ARVIN PLANT)
0920	01	INDIAN BEND WASH NORTH
0988	01	INTEL CORP (SANTA CLARA 3)
0917	00	IRON MOUNTAIN MINE
0917	04	IRON MOUNTAIN MINE
0917	05	IRON MOUNTAIN MINE

SSID	OU	SITE NAME
0974	01	J.H. BAXTER & CO
091E	01	MCCORMICK & BAXTER CREOSOTING CO
09QM	00	NORTHEAST CHURCH ROCK RESIDENCE #2
09MZ	00	NORTHEAST CHURCHROCK MINE SITE
09MZ	01	NORTHEAST CHURCHROCK MINE SITE
09PM	00	NORTHEAST CHURCHROCK MINE SITE
09PM	01	NORTHEAST CHURCHROCK MINE SITE
09QD	00	NORTHEAST CHURCHROCK RESIDENTIAL
09QD	01	NORTHEAST CHURCHROCK RESIDENTIAL
09QZ	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-AVANESSIANS)
09QY	04	SAN FERNANDO VALLEY (AREA 2, DRILUBE-MAZMANIAN)
09J8	01	SOLA OPTICAL USA, INC
09K2	00	SULPHUR BANK MERCURY MINE
09S4	00	SUNLAND CHEMICAL SITE (SUNLAND)

Task 5: Manage the Day-to-Day Operations of the Superfund Records Center

The following staff meetings were held during the month:

The PM held an all-hands staff meeting on February 27.

The PM held a Managers/Supervisors meeting on February 20.

The PM held a Scanning Department meeting on February 12.

The PM held a Cost Recovery Department meeting on February 12.

The RMS IV/Assistant Manager held meetings with special projects staff on February 5.

The RMS IV/Circulation Department Supervisor held departmental meetings on February 5 and 19.

The RMS IV/Head Indexer held a departmental meeting on February 25.

The RMS IV/Computer Support Department Supervisor held a departmental meeting on February 19.

The PM continued to purchase the supplies and/or equipment as needed during February.

Future Activities

The PM and department heads will continue to conduct regular staff meetings.

The PM will continue to manage the day-to-day operations of the Superfund Records Center and to purchase supplies and equipment in a timely manner.

Task 6: Training and Orientation

No activity occurred in this reporting period

Future Activities

Staff will continue to provide training, orientation, and tours to EPA staff, contractors, and others as directed by the TOAM.

Task 7: Online Operations and Internet Support

On February 5, backup tapes were delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage at EPA's Richmond Labs.

An RMS IV assisted EPA staff person Andrew Taylor with technical problems relating to accessing a computer in the Records Center conference room on February 25, and assisted RPM Holly Hadlock with accessing SDMS-C on February 14.

An RMS IV coordinated with EPA Regional LAN Coordinator, Bob Zucker to resolve an intruder lockout issue with the R9REC file server; with EPA contractor Vera Sheykhetova to resolve issues with posting administrative records to the Internet; and with EPA contractor, Steve Dunn to resolve network-mapping issues. All problems were successfully resolved.

Staff posted indices, introductions, and lists of acronyms on the Internet for the following ARs:

- Del Amo Facility Waste Pits OU, Remedial AR, Update 6
- Frontier Fertilizer Remedial AR, Updates 2-4
- Graybill Metal Polishing, Inc Removal AR
- Halaco Engineering Co Removal AR
- Oahu Sugar Waipio Peninsula Remedial AR
- Romic East Palo Alto Removal AR
- San Gabriel Valley (Area 1) El Monte OU, Remedial AR, Update 5
- San Gabriel Valley (Area 1) South El Monte OU, Remedial AR, Updates 2 & 3
- Zeibright Mine Removal AR
- Apache Powder Company AR, Supplement 7 & 8
- Beckman Instruments (Porterville Plant) AR, Supplement 3
- Industrial Zinc Platers, Inc Removal AR
- Iron Mountain Mine Matheson Removal AR
- Klau Buena Vista Mine Removal AR 2
- Leviathan Mine Remedial AR
- McCormick & Baxter Creosoting Co Soil Groundwater & Surface-Water Sediment OU AR, Supplement 2
- Omega Chemical Corporation Non-Time-Critical Removal AR, Supplement 2
- San Gabriel Valley (Area 4) Puente Valley OU AR, Supplement 3
- Sulphur Bank Mercury Mine Elem Indian Colony Mine Waste Removal AR

Future Activities

Staff will continue to maintain all computer hardware, software, and LAN nodes in the Records Center.

Backup tapes will continue to be delivered to the Computer Operations Section of the EPA Management and Technical Services Division for off-site storage.

Staff will continue to post Administrative Record indices, introductions, and lists of acronyms for Region 9 ARs on the Internet.

Task 8: Attend Meetings and Teleconferences

The PM and RMS IV/Head Indexer attended a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting on February 21.

Future Activities

Staff will attend a national Superfund Records Managers/SDMS-C Workgroup teleconference meeting in March.

II. DIFFICULTIES ENCOUNTERED

No difficulties were encountered this reporting period.

III. PERSONNEL ACTION

Librarian IV Melissa Williams submitted her resignation effective February 15. Recruitment to fill this position has begun.

Recruitment for the open RMS II/Scanning Specialist continued in February. Interviews for this position are scheduled to start on March 3.

IV. SUMMARY OF TECHNICAL DIRECTION

Staff received technical direction for 38 new projects via *Express Link* Work Request Forms. In addition, staff received from the TOAM 17 requests for information or support via other means.

V. STATISTICS

New File Footage

New Files Received	Footage	Year to Date
2,267	29.2 LFT	169.6 LFT

Inventories

Records Surveyed	Year to Date
26.7 LFT	139.2 LFT

Records Dispositioned

To FRC	To NARA	Destroyed	Year to Date
431.3 LFT	0	0	431.3 LFT

Records Use Statistics

EPA Staff	Government Requests	Regulated Community	Educational Institutions	Citizens	International	Media	Other	Total
53	2	1	1	16	1	0	7	81